Stakeholder Licenses: Assign Users and Share Dashboards

Stakeholder licenses make it easy to give the right people access to feedback and insights—without managing permissions one by one. This article walks through how to:

- Assign users to stakeholder licenses (individually or in bulk)
- Ensure they have the correct access
- Share dashboards with those users

Before you begin

Make sure you have:

- Admin or license management permissions
- A configured stakeholder license
- Users added to your Alchemer account

Step 1: Assign users to a stakeholder license

Stakeholder licenses group permissions and access settings so you can quickly assign them to users.

Assign a single user

1. Go to **Account** > **Manage Licenses**.
2. Find the user you want to update.
3. Click **Edit** next to their license.
4. Locate the **Stakeholder license** option.
5. Select the appropriate license from the dropdown.
6. Click **Save**.

Once assigned, the user immediately inherits the permissions and access defined in that license.

Bulk assign users to a stakeholder license

If you're onboarding multiple users, bulk assignment can save time.

1. Go to **Account** > **Manage Licenses**.
2. Select the checkboxes next to the users you want to update.

3. Click **Bulk Actions** (or similar option in your account).

4. Choose **Assign Stakeholder**.

5. Select the desired license.

6. Confirm your changes.

> **Tip:** Bulk actions are ideal when rolling out dashboards or access to new teams across your organization.

Confirm user access

After assigning a stakeholder license:

- Users will have access based on the license's configuration
- This may include dashboards, reports, or other feedback assets
- If something looks off, review the user settings to confirm permissions

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Share a dashboard with users

Once users are assigned to the correct license, you can share dashboards to ensure they see the right insights.

Share a dashboard

1. Open the dashboard you want to share.

2. Click **Share** in the upper-right corner.

3. Choose how you want to share:
   - **Add users or teams**
   - **Share via link**

4. Select the users (or groups) who should have access.

5. Configure permissions (view-only or edit, if applicable).

6. Click **Save** or **Send**.

Best practices for dashboard sharing

- **Align dashboards with licenses:** Create dashboards that match stakeholder roles (e.g., executives, regional managers).
- **Use consistent naming:** This makes it easier for users to find the right dashboard.
- **Limit access intentionally:** Only share what's relevant to avoid confusion.

How stakeholder licenses and dashboards work together

Stakeholder licenses define **what users can access**, while dashboard sharing controls **what they actually see**.

When used together:

- Licenses streamline permission management
- Dashboards deliver role-based insights
- Teams get clarity faster—without extra admin work

Troubleshooting

User can’t see a dashboard

- Confirm the dashboard has been shared with them
- Verify they are assigned to the correct stakeholder license

User has too much or too little access

- Review the stakeholder license settings
- Update the license or reassign as needed

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